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Agenda  
Special Workshop Retreat Meeting  
Friday, January 22, 2016

**PUBLIC NOTICE** is hereby given that the Washington City Council will hold a Public Meeting on Friday, January 22, 2016 at 9:00 A.M. in the Reception Room of the Washington City Community Center located at 350 N. Community Center Drive, Washington, Utah 84780.

1. Approval of agenda.
2. Introductions of Department Heads and Council Members.
3. Discussion and review of the book “Crucial Conversations” by Patterson, Grenny, McMillan, & Switzler. Mayor Kenneth Neilson
4. Discussion and review of the Meyers-Briggs Personality Test. City Manager Roger Carter
5. Review of the “Open and Public Meetings” act. City Recorder Danice Bulloch
6. Discussion and review of the Washington City Strategic Plan. City Manager Roger Carter
7. Adjournment.

POSTED on this 20th day of January, 2016  
Danice B. Bulloch, CMC  
City Recorder

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*In accordance with the Americans with Disabilities Act, Washington City will make reasonable accommodations to participate in the meeting. Request for assistance can be made by calling the City Recorder at 656-6308 at least 24 hours in advance of the meeting to be held.*

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## UTAH'S OPEN AND PUBLIC MEETING LAW TRAINING

### CITY COUNCIL RETREAT (JANUARY 2016)

*[Disclaimer: Author does not guarantee absolute accuracy of this document; but intends the document to be used as a training tool and to encourage dialogue with City officials in their quest to comply with the intent and spirit of maintaining open, public and transparent public meetings; and Utah Code provisions are routinely amended & renumbered, but the following summary of the Utah Open and Public Meetings Act are reflective of the current substantive provisions of the Act. jns]*

#### **Statutory Obligation to Train**

The “presiding officer of the public body shall ensure that all members of the public body are provided with annual training on the requirements” of the Open and Public Meetings Act (the “Act”). (Utah Code § 52-4-104)

#### **A. Basic Principle (§ 52-4-201(1))**

A “meeting” of a public body must be open to the public, unless an exception is available under the Act allowing the meeting to be closed.

#### **B. Definitions (§ 52-4-103)**

##### **1. “Public Body”**

The City Council--as well as the Planning Commission, Board of Adjustment, and the newly created Power Board--is considered to be a public body for purposes of the Act.

##### **2. “Meeting”**

A meeting is the convening of at least a quorum of a public body for the purpose of (a) discussing, (b) receiving comments from the public about, or (c) acting upon a matter over which the body has jurisdiction or advisory power.

Chance and social “meetings” are not subject to the open meeting law. However, they may not be used to circumvent the Act. (§ 52-4-208)

Electronic meetings may be held subject to the Act and as described below.

##### **3. “Convening”**

The calling of a meeting of a public body by a person authorized to do so for the express purpose of discussing or acting upon a subject over which that public body

has jurisdiction or advisory power.

*[Starkey's Interpretation: Because a gathering of members of a "Public Body" is not a "meeting" unless it is "convened," and "convening" requires a person to "call" a meeting for the express purposes of discussing or acting upon a matter of business, gatherings of members of a Public Body for such things as group photos or ceremonial appearances are not "meetings" as contemplated or intended by the Legislature and therefore should not be subject to the substantive provisions of the Act.]*

### **C. Notice of Meetings (§ 52-4-202)**

The Public Body must give not less than 24 hours public notice of each meeting. The notice must include the:

1. agenda;
2. date;
3. time; and
4. place.

The notice must be:

1. posted (a) at the principal office of the Public Body and (b) beginning several years ago (2008), on the Utah Public Notice Website created under Utah Code § 63F-1-701; and
2. provided either to a newspaper of general circulation in St. George/Washington City *or* to a local media correspondent. This requirement is deemed satisfied by providing notice to a newspaper or local media correspondent under Utah Code § 63F-1-701(4)(d)—providing the info to one of these parties through an automatic subscription of notices of meetings.

In addition, the Public Body must give annual notice of its annual meeting schedule, specifying the date, time, and place of its scheduled meetings.

Public Bodies are encouraged to develop and use additional electronic means of providing notice of its meetings.

The notice requirement does not apply to emergency meetings, as long as the Public Body gives the best notice practicable of the time and place of the emergency meeting and the topics to be considered at the emergency meeting. However, an emergency



meeting may not be held unless the Public Body attempts to notify all members and a majority of the members approve holding the meeting.

#### **D. Agendas (§ 52-4-202)**

1. Degree of Specificity A meeting notice that is required to include an agenda must provide reasonable specificity to notify the public as to the topics to be considered at the meeting. Each topic must be listed under an agenda item on the agenda. (§ 52-4-202(6)(a))
2. Consideration of Matters Not On the Agenda
  - (a) Generally, the Public Body may not take final action on a topic in an open meeting unless the topic is (a) listed under an agenda item and (b) included in the advance public notice. (Note: This includes emergency meetings. (§ 52-4-202(6)(c))
  - (b) Except with respect to emergency meetings, and at the discretion of the presiding member of the Public Body, a topic raised by the public may be discussed during an open meeting, even if the topic raised by the public was not included in the agenda or advance public notice for the meeting, but final action on the topic may not be taken by the Public Body at that time. (§ 54-2202(6)(b))

#### **E. Open Meetings (§ 52-4-201)**

1. A meeting is open to the public unless closed pursuant to the Act. (“*Closed Meetings*” are discussed in the next section.)
2.
  - (a) An open meeting includes a workshop or an executive session in which a quorum is present, unless closed in accordance with the Act.
  - (b) A workshop or an executive session in which a quorum is present that is held on the same day as a regularly scheduled public meeting may only be held at the location where the Public Body is holding the regularly scheduled public meeting unless:
    - (i) the workshop or executive session is held at the location where the Public Body usually holds its regularly scheduled public meetings but, for that day, the regularly scheduled public meeting is being held at different location;

- (ii) any of the meetings held on the same day is a site visit or a traveling tour and proper public notice is given;
- (iii) the workshop or executive session is a properly conducted electronic meeting; or
- (iv) it is not practicable to conduct the workshop or executive session at the regular location of the Public Body's open meetings due to an emergency or extraordinary circumstances.

## **F. Closed Meetings (§ 52-4-204, 205)**

*\*(Practice point only . . . there is no court or legislative clarification to the following which we all know occasionally occurs with the Utah Legislature: Note distinction between "executive session" and "closed session": The Act uses the term "executive session" to refer to a type of open meeting. See the definition of "meeting" in 52-4-103 and the statement in 52-4-201 that "[a] meeting that is open to the public includes a workshop or an executive session . . . ." The latter reference explicitly includes an executive session as a kind of open meeting (without saying what it means by "executive session"). Therefore, we recommend that the Public Body refer to its closed meetings as "closed sessions" or "closed meetings.")*

### **1. Purposes of Closed Meetings (§ 52-4-205)**

- (a) Discussion of the character, professional competence, or physical or mental health of an individual;
- (b) Strategy sessions to discuss collective bargaining;
- (c) Strategy sessions to discuss pending or reasonably imminent litigation;
- (d) Strategy sessions to discuss the purchase, exchange, or lease of real property if public discussion of the transaction would:
  - (i) disclose the appraisal or estimated value of the property under consideration; or
  - (ii) prevent the City from completing the transaction on the best possible terms;
- (e) Strategy sessions to discuss the sale of real property if:



- (i) public discussion of the transaction would:
  - (A) disclose the appraisal or estimated value of the property under consideration; or
  - (B) prevent the City from completing the transaction on the best possible terms;
- (ii) the City previously gave public notice that the property would be offered for sale; and
- (iii) the terms of the sale are publicly disclosed before the Public Body approves the sale;
- (f) Discussion regarding deployment of security personnel, devices, or systems; and
- (g) Investigative proceedings regarding allegations of criminal misconduct.

2. Procedure for Closing Meetings (§ 52-4-204)

- (a) A quorum must be present.
- (b) Two-thirds of the Public Body members present must vote to approve closing the meeting.
- (c) The meeting may be closed only to discuss a matter listed in § 52-4-205.
- (d) The following information must be publicly announced and entered on the minutes:
  - (i) the reason or reasons for closing the meeting;
  - (ii) the location of the closed meeting; and
  - (iii) the vote, by name, of each Public Body member, either for or against the motion to close the meeting.

**G. Record of Meetings** (§ 52-4-203, 206)

1. Open Meetings (§ 52-4-203)

In a change from the past, both written minutes and a recording (i.e. an audio or an audio and video record) must be kept of all open meetings.

*[The City has treated City Council retreats, "brown bag" lunches, etc.—to the extent that a sufficient number of members attending would constitute a quorum—as "meetings." Therefore, the City Recorder has routinely provided public notice of such gatherings. When the anticipated number attending is less than a quorum, public notices are not required nor made.]*

However, either written minutes or a recording is adequate if the meeting is a site visit or a traveling tour, if no vote or action is taken. Therefore, unless the Public Body is keeping both written minutes and a recording during a site visit or traveling tour, it should not take a vote or official action during that site visit or traveling tour.

The recording and minutes must include: (a) the date, time, and place of the meeting; (b) the names of the Public Body members present and absent; (c) the substance of all matters proposed, discussed, or decided by the Public Body which may include a summary of comments made by members of the Public Body; (d) a record, by individual Public Body member, of each vote taken by the Public Body; (e) the name of each person who is not a member of the Public Body and who, upon recognition by the presiding member of the Public Body, provided testimony or comments to the Public Body; (f) the substance, in brief, of the testimony or comments provided by the public under (e); and (g) any other information that any Public Body member requests be entered in the minutes or recording.

The recording must be a complete and unedited record of all open portions of the entire meeting and be properly labeled or identified with the date, time, and place of the meeting.

The written minutes (not the recording) are the official record of action taken at the meeting. The Public Body must establish and implement procedures for the approval of the written minutes of each meeting. The written minutes or the recording that are required to be retained permanently must be maintained in or converted to a format that meets long-term records storage requirements.\*

*\*According to the municipal retention schedule, the written minutes must be retained permanently, and the recording must be retained for at least one year.*

*(Practice Point: Under GRAMA, written minutes that have been prepared, but not yet approved by the Public Body, are public records; however, such written minutes must be*



*marked as "unapproved" or "awaiting approval" or something similar. Written minutes should be made available to the public within a reasonable time following the meeting. The recording must be available for listening within three (3) business days after the meeting. These provisions regarding the manner, timing and method of storage/delivery are amended by the State Legislature regularly and municipal recorder's must follow such changes vigilantly.)*

## 2. Closed Meetings (§ 52-4-206)

Except when a meeting is closed to discuss (a) the character, professional competence, or physical or mental health of an individual or (b) the deployment of security personnel, devices, or systems, the Public Body must keep a recording of the closed meeting and may keep detailed written minutes that disclose the content of the closed meeting.

The recording and any minutes must include: (a) the date, time, and place of the meeting; (b) the names of the Public Body members present and absent; and (c) the names of all others present unless disclosure would infringe on the confidentiality necessary to fulfill the original purpose of closing the meeting.

The recording and the written minutes are protected records under GRAMA.

No recording or written minutes are required for a closed meeting to discuss (a) the character, professional competence, or physical or mental health of an individual or (b) the deployment of security personnel, devices, or systems. The person presiding at such a meeting must sign a sworn statement affirming that the sole purpose for closing the meeting was to discuss those matters.

According to the municipal retention schedule, the written minutes must be retained permanently, and the recording must be retained for at least one (1) year.

## **H. Electronic Meetings** (§ 52-4-207)

### 1. Resolution, Rule or Ordinance

The Public Body may not hold an electronic meeting unless it has adopted a resolution, rule, or ordinance governing the use of electronic meetings. The resolution, rule, or ordinance may:

- (a) prohibit or limit electronic meetings based on budget, public policy, or logistical considerations;



- (b) require a quorum of the Public Body to: (i) be present at a single anchor location for the meeting; and (ii) vote to approve establishment of an electronic meeting in order to include other Public Body members through an electronic connection;
- (c) require a request for an electronic meeting to be made by a Public Body member up to three days before the meeting to allow for arrangements to be made for the electronic meeting;
- (d) restrict the number of separate connections for Public Body members that are allowed for an electronic meeting based on available equipment capability; or
- (e) establish other procedures, limitations, or conditions governing electronic meetings not in conflict with § 52-4-207.

2. Notice The Public Body must:

- (a) give public notice of the meeting in the usual way; and
- (b) post written notice at the anchor location;
- (c) in addition to giving such public notice, provide:
  - (i) notice of the electronic meeting to the Public Body members at least 24 hours before the meeting so that they may participate in and be counted as present for all purposes, including the determination that a quorum is present; and
  - (ii) a description of how the Public Body members will be connected to the electronic meeting.

3. Anchor Locations

The Public Body must establish one or more anchor locations for the meeting, at least one of which is in the Washington City Administration Building.

The Public Body must provide space and facilities at the anchor locations so that interested persons and the public may attend and monitor the open portions of the meeting.

If comments from the public will be accepted during the meeting, the Public Body must provide space and facilities at the anchor location so that interested persons and the

public may attend, monitor, and participate in the open portions of the meeting.

### **I. Disruption of Meetings (§ 52-4-301)**

The Act does not prohibit the removal of any person from a meeting if the person willfully disrupts the meeting to the extent that orderly conduct is seriously compromised.

### **J. Consequences of Violating Open Meeting Law (§§ 52-4-302 to 52-4-305)**

Any final action taken in violation of the Act is voidable by a court. The suit must be commenced within 90 days after the date of the action (or 30 days in the case of the issuance of bonds, notes, or other evidence of indebtedness). A court may not void final action for failure to post notice on the Utah Public Notice Website if the failure was the result of unforeseen Internet hosting or communication technology failure and the Public Body otherwise complied with the public notice requirements.

The Attorney General and county attorneys shall enforce the Act. At least annually, the Attorney General's Office must give notice to the Public Body of any material changes to the requirements for the conduct of meetings.

A person denied a right under the Act may sue to compel compliance with or to enjoin violation of the Act, or to determine the Act's applicability to discussions or decisions of the Public Body.

A Public Body member who knowingly and intentionally violates or who knowingly or intentionally abets or advises a violation of the closed meeting provisions of the Act is guilty of a class B misdemeanor.

### **K. Recent Changes**

The Public Body must establish and implement procedures for the approval of the written minutes of each meeting. The written minutes or the recording that are required to be retained permanently must be maintained in or converted to a format that meets long-term records storage requirements.

Written minutes that have been prepared but not yet approved by the Public Body are public records but must be marked as "unapproved" or "awaiting approval" or something similar. Written minutes should be made available to the public within a reasonable time following the meeting. The recording must be available for listening within three business days after the meeting.)